



## CORRECTIONAL OFFICER APPOINTMENT CONSIDERATIONS

All applicants who successfully complete all the selection components will be placed on the Correctional Officer (CO) certification for employment list. You will be ranked according to the score you received on your Scoring Category Worksheet (SCW) and will be contacted for appointment based on your ranking.

**NOTE:** The conditions of employment, compensation, and benefits described throughout the various handouts may be changed as a result of legislation, revision to the Bargaining Unit 6 Memorandum of Understanding (MOU), or other State action. Should there be conflict between this document and changes in the requirements of law, State policy, or Unit 6 MOU, the latter will control.

You do not have to accept an assignment when offered. However, if you do accept an assignment and do not report to the Basic Correctional Officer Academy (BCOA), for whatever reason, it will be counted as an active waiver. Additionally, if you are offered a full-time assignment and you choose not to accept it, it will be counted as an active waiver. If you have three active waivers, your name will be permanently removed from the certification for employment list, and you will no longer be eligible for an appointment for the classification of CO. Listed below are several factors that should be considered before accepting an offer:

- ❖ You will attend the BCOA for 16 weeks:
  - ◆ Make adequate arrangements for family.
- ❖ The impact of relocating your family:
  - ◆ Fully discuss and confirm your family's willingness to relocate.
  - ◆ Make sure you honestly evaluate your ability to secure and maintain housing in the new location.
  - ◆ Research child-care availability.
  - ◆ If you provide assistance or medical care to elderly parents, children, etc., consider the accommodations available in the new location. Also consider the impact your absence will have on them if you relocate and they do not.
  - ◆ Make sure that you do not violate child custody agreements or court order by relocating.
- ❖ Selling your home:
  - ◆ Consider the expenses associated with selling a home or supporting two households if your family stays behind. Keep in mind that you may not sell your home as quickly as you would like.
- ❖ Commuting:
  - ◆ Consider the time, distance, and expense (fuel and vehicle maintenance, for example).

We hope the information provided does not deter you from beginning a career with the Department of Corrections. However, it is important that you evaluate these considerations before making a crucial decision.

## APPOINTMENT OPTIONS

The Department offers two types appointments. You will be offered either Permanent Full-Time (FT) or Permanent Intermittent (PI) appointment. Following is an explanation of the two types of appointments, and related benefit information.

### **1. PERMANENT FULL-TIME APPOINTMENTS (PFT)**

If you accept a FT appointment, you will first be appointed as a PI while attending the BCOA. Upon graduation your time base will be changed to full-time. Thereafter, you will be paid a monthly salary at the end of a pay period (each pay period is about 28 days). You will be required to account for working 40 hours per workweek or 168 hours in a 28-day work period depending on your work schedule (may include regular hours worked plus leave credits used, in-service training time, etc.)

You are not guaranteed a specific shift or days off. Your schedule will be set by the institution at the time you report. Be prepared to work any shift. Your assignment will change periodically to allow for training needs or when institutional needs dictate. Additionally, you will more than likely have to work weekends and holidays. Institutions

operate three shifts, seven days a week, including holidays. As your seniority changes, you will be able to bid for the shift you want.

- **PFT PROBATIONARY PERIOD**

You will be on probation for the first 12 qualifying pay periods. You should receive your first probation report upon graduation of the BCOA, the second after the completion of five months from the date of hire at the institution, and third prior to the completion of 12 months from the date of hire at the Academy. In addition, you will receive a performance evaluation after the completion of 15 months and 24 months (end of Apprenticeship Program) from the date of hire at the institution. Thereafter, you will receive an annual performance evaluation.

- **PFT SICK LEAVE**

On the first day of the pay period following completion of your first qualifying monthly pay period of service (at least 11 paid days), you will earn eight hours of sick leave credit in accordance with the Bargaining Unit 6 Agreement. You will continue to accrue sick leave on a monthly basis consistent with meeting the required days of service. If you work less than 11 paid days in any given period or 11 consecutive days between two pay periods, you will not earn any sick leave credit for that pay period.

- **PFT VACATION LEAVE**

In accordance with the Bargaining Unit 6 Agreement, you will not be entitled to use vacation credits for the first six months of service. On the first day of the monthly pay period following completion of six qualifying pay periods, you will receive a one-time vacation credit of 48 hours. Thereafter, for each additional qualifying pay period, you will be certified with vacation on the first day of the following monthly pay period. The hours per month of credit is based on the number of months/years of State service credit.

- **PFT ANNUAL LEAVE – Enhanced NDI (Non-industrial Disability Insurance)**

In accordance with the Bargaining Unit 6 Agreement, you may elect to enroll in the Annual Leave Program following the equivalent of completion of six months of full-time employment. The effective date of the election shall be the first day of the pay period in which the election is received by the appointing power. Once enrolled in annual leave an employee shall become entitled to an enhanced non-industrial disability insurance (NDI) benefit (50% of gross salary) upon serving a waiting period of 90 consecutive calendar days. Participation in the Annual Leave Program shall be irrevocable. The hours per month of credit is based on the number of months/years of State service credit.

- **PFT HOLIDAY CREDITS**

You will be entitled to holiday compensation in accordance with your Bargaining Unit 6 Agreement. If you are required to work on a holiday, you will be entitled to pay or compensating time off in accordance with your assigned work week group. Upon graduation from the BCOA, you will receive eight hours of holiday credit for each holiday that occurred during your tenure at the BCOA.

- **PFT BENEFITS**

The Department offers health, dental, and vision benefits. You will have 60 days from your date of hire to enroll in these benefit programs. For the first 12 consecutive months, you are limited to the Union sponsored prepaid dental plan for your dental coverage. At the end of 12 months, you will have 60 days to change to the Union sponsored indemnity plan should you choose to do so. If you do not enroll in the dental plan at the time of appointment, you will not be allowed to enroll in the Union sponsored Indemnity Plan until completing 12 consecutive months in the dental plan. For further information on benefits, contact the personnel office at your assigned institution.

- **PFT RETIREMENT**

Upon appointment, you are enrolled in the Public Employees' Retirement System (PERS) and become a member of the State Peace Officer/Firefighter (PO/FF) category. As a result, you shall contribute 8% of your compensation in excess of \$863 per month. Specific information on retirement benefits may be obtained from PERS.

## **2. PERMANENT INTERMITTENT APPOINTMENTS (PI)**

If you accept an appointment as a PI, you will be paid at an hourly rate on or about the 15<sup>th</sup> of the month. You will not be allowed to work in excess of 2,000 hours per calendar year (January 1-December 31).

It is the Department's goal to work PIs at least 100 hours per month. Typically, you will be utilized to cover vacancies instead of working permanent full-time staff on an overtime basis, and to supplement the staff in handling unexpected peaks in workloads. As a result, you cannot be guaranteed a specific number of work hours. The institution where

you will work will utilize you on an on-call basis. Therefore, before you accept an offer, it is recommended that you contact the institutions you may be considering to discuss the number of hours they are currently working their PIs.

Assignments are offered based on eligibility score (with the highest scores being offered first); it is not possible for all applicants to receive offers to institutions located near their homes. Those applicants who live in large metropolitan areas are less likely to receive an offer close to home, due to the fact that there will likely be more competitors in a more populated area. Therefore, unless you receive a relatively high score, it is very likely that most of the assignment offers you will receive will be to institutions located in the more remote areas. Carefully consider the location of an institution before accepting any position. Do not accept a position thinking you can easily transfer to a closer institution at a later time.

- **PI PROBATIONARY PERIOD**

You will be on probation for an equivalent of 12 months, in which, you must have physically worked at least 1,680 hours. Your first probation report occurs upon the graduation from the BCOA, the second after the completion of the equivalent of five months from the date of hire at the institution, and the third prior to completion of the equivalent of 12 months from the date of hire at the Academy. You may work in excess of 1,680 hours during your probationary period. However, you must have a minimum of 12 calendar months and 1,680 hours to legally complete the probationary period requirements. In addition, you will receive a performance evaluation after the completion of the equivalent of 15 months and 24 months (end of Apprenticeship Program) from the date of hire at the institution. Thereafter, you will receive an annual performance evaluation.

- **PI SICK LEAVE**

You will accrue sick leave in accordance with the Bargaining Unit 6 Agreement. The current agreement allows for the accrual of eight hours of sick leave credit to be available on the first day of each monthly pay period after accruing 160 hours of paid employment. Any hours in excess of the 160 hours in one pay period are not counted or accumulated toward earning sick leave credit. As a PI you shall only be permitted to use the sick leave credits for approved sick leave, which occurs during periods when you are prescheduled to work.

- **PI VACATION LEAVE**

Vacation leave is also accrued in accordance with the Bargaining Unit 6 Agreement. You will be eligible for a one-time vacation leave credit of 48 hours to be available on the first day of the monthly pay period after accruing six qualifying pay periods. Thereafter, you will be eligible for vacation credit on the first day of the monthly pay period after accruing 160 hours of paid employment. Any hours that exceed 160 hours in one pay period shall not be counted or accumulated toward vacation credit. The hours accumulated per month of earned vacation credit is based on the number of months/years of State service credit.

- **PI ANNUAL LEAVE – Enhanced NDI (Non-industrial Disability Insurance)**

In accordance with the Bargaining Unit 6 Agreement, you may elect to enroll in the Annual Leave Program following the equivalent of completion of six months of full-time employment. One hundred sixty hours of paid employment equals one month of full-time employment for employees who work on an intermittent basis. The effective date of the election shall be the first day of the pay period in which the election is received by the appointing power. Once enrolled in annual leave an employee shall become entitled to an enhanced non-industrial disability insurance (NDI) benefit (50% of gross salary) upon serving a waiting period of 90 consecutive calendar days. Participation in the Annual Leave Program shall be irrevocable. The hours per month of credit are based on the number of months/years of State service credit; part-time and hourly employees shall accrue proportional annual leave credits.

- **PI HOLIDAY PAY**

You will be paid for holidays based on the number of hours worked in the pay period in which the holiday occurs. The current holiday pay accrual rate is as follows:

Hours Worked		Holiday Pay Hours
0 - 10.9	=	0
11 - 30.9	=	1
31 - 50.9	=	2
51 - 70.9	=	3
71 - 90.9	=	4
91 - 110.9	=	5
111 - 130.9	=	6
131 - 150.9	=	7
151 - over 160	=	8

Upon successful graduation from the BCOA, you will receive eight hours of holiday credit for each holiday that occurred during the tenure at the BCOA. The recorded holiday credit will be considered full compensation for holidays that occurred while attending the BCOA.

- **PI BENEFITS**

The Department offers health, dental, and vision benefits. However, you will not be eligible for benefits upon appointment. PI Correctional Officers will qualify to receive benefits the first day of the pay period following graduation from the BCOA. Thereafter, PIs must work a minimum of 480 hours in each control period as established by the Public Employees' Retirement System (PERS). A control period is defined as January 1-December 31. Your request may take 30-60 days to process before you have coverage; however, coverage is retroactive to the pay period following the submission of your request to the personnel office. To continue to receive these benefits, you must qualify in the subsequent control period by being paid for at least 480 hours in one control period or 960 paid hours in two consecutive control periods (current and previous). If you fail to re-qualify, your benefits will be cancelled at the end of the control period. In addition to the above benefits, the Department offers a Flex-Elect Benefits Program. You are only eligible for the "Pre-Tax Health Premium" and the "Cash Option". For more information on the specific benefits available contact the personnel office at your assigned institution.

- **PI RETIREMENT**

Upon appointment you are automatically enrolled into the Part-time, Seasonal, Temporary (PST) Retirement Plan into which you pay 7.5 percent of your monthly gross pay. The state does not match or pay any amount into this plan for your benefit. However, upon the completion of 1,000 paid hours in a fiscal year (July 1-June 30), you will become a member of the Public Employees' Retirement System (PERS), State Peace Officer/Firefighter (PO/FF) category. As a result, in accordance with the Bargaining Unit 6 Agreement, you shall contribute 8% of your compensation in excess of \$863 per month. Specific information may be obtained from PERS.

- **PI APPOINTMENT TO FULL-TIME STATUS (Roll-Over)**

Your name will remain on the certification for employment list for FT appointment until the date your list life eligibility expires. Your list life eligibility is valid for two years beginning the month you take the written test, or for the individuals who have written test waivers, the month the Peace Officer Psychological Evaluation written was conducted. Additionally, the Department uses the State Personnel Board (SPB) Rule 277 to determine "roll-over" eligibility. As FT appointments become available, we will use either SPB Rule 277 or the governing appointments from the eligible list to offer current PI officers FT appointments prior to individuals on the certification for employment list who are not currently employed by the Department.

There is no set time limit as to when you must be rolled-over to FT; each institution has full discretion as to when to change the time base of the PIs.

## **BACKGROUND INVESTIGATION UPDATE**

You must advise your background investigator of any changes in your status prior to your receiving an appointment. This includes, but is not limited to, changes in employment, citations received, arrests, or other contact with law enforcement. Your failure to keep us advised could affect your eligibility for employment with this department.

### **Background Investigation Unit Addresses and Telephone Numbers**

Northern Selection Center  
2201 Broadway  
Sacramento, CA 95818  
(916) 227-2030

Central Selection Center  
2510 S. East Avenue, Ste. 360  
Fresno, CA 93706  
(559) 445-5770

Southern Selection Center  
9055 Haven Avenue, Suite 100  
Rancho Cucamonga, CA 91730  
(909) 944-6676